

The Electoral Board of the County of Madison, Virginia is seeking applicants for the position of General Registrar, which is a four-year appointment.

The qualified applicant must be a voter of Madison or the surrounding counties. The General Registrar must perform the duties outlined in:

Virginia Code § 24.2-114 <https://law.lis.virginia.gov/vacode/title24.2/chapter1/section24.2-114/>

Applicants must possess knowledge of and/or ability to work with cutting edge voter technology including standard and proprietary computer software programs. Attention to detail and organization are essential.

The General Registrar must perform the duties outlined in the Virginia Code § 24.2-114 as well as those determined by the local Electoral Board. These include, but are not limited to, the following:

1. Process, in a timely manner, voter registration application and maintain accurate and current voter registration records.
2. Assure compliance with all laws and regulations regarding voter registration and elections.
3. Assist the Electoral Board to prepare elections and assure uniformity, legality and purity of the election process.
4. Work *closely with* the Electoral Board members and Election Officials.
5. Be able to provide excellent customer service and deal with the public in person and on the telephone in a courteous, polite and professional manner.
6. Manage all personnel, fiscal and physical resources as needed to provide all required and desired services of the office.
7. Develop and administer a public information program to encourage registration and voting.
8. Respond to FOIA requests, inquiries and complaints from the general public.

Helpful knowledge or skills include familiarity with the local government; community and political structure; standard office procedures and office software; internal accounting; federal and state election laws; management skills, including prior supervision of personnel; public relations and good oral and written communications skills.

Applicants must be able to work nights and weekends when required during the election cycle. Salary range is \$46K.

All interested applicants must send resume, cover letter and fill out the application form located at <http://www.madisonco.virginia.gov/jobs>. All forms are due to the office of the Madison County Registrar, 302 Thrift Rd., P.O. Box 267, Madison, Virginia 22727 by April 19, 2019 for consideration. Call (540) 948-6533 for further information.

